



DUAL ENROLLMENT REGISTRATION PROCESS

Step 1 CREATE YOUR "MY.MARICOPA" ACCOUNT

For students without a MEID or College I.D. number.

Go to my.maricopa.edu, click on **create an account**. Follow the **ATTACHED INSTRUCTIONS** to obtain your Maricopa Enterprise I.D. (MEID), create a Password, and receive a College Student I.D. number.

Step 2 APPLY FOR ADMISSION (wait 20 minutes after setting up your account)

Go to my.maricopa.edu (SEE ATTACHED INSTRUCTIONS) Click **Login**, enter your User I.D. (MEID), and Password. In your Student Center, scroll down to the **Admissions** section and click on **MCCCD Admissions** link. Select **Chandler-Gilbert Community College** as college of choice. Select **Degree and Credit Programs**. Select **Term** (Fall 2011) and continue with steps to complete admission.

Step 3 TESTING (For Math, English, BIO 181 and as needed*)

In order to take classes for college credit students must meet the placement requirements for the Accuplacer test. Please check with your instructor for test dates. If you miss your high school testing date, you will need to take the test at Chandler-Gilbert Community College, Pecos or the Williams Campus

** See "Student - Please Read..." section on the attached Dual Enrollment Registration Form.*

Step 4 ACTIVATE YOUR MARICOPA STUDENT EMAIL

Go to www.maricopa.edu/google. Enter your **MEID** and **Password**. This email will be used for all college communications and can be forwarded to your personal e-mail account.

Step 5 SUBMIT DOCUMENTATION BY SEPTEMBER 9, 2011

- **Dual Enrollment Registration Form.** Be sure to write your **8-digit College Student ID number** and SAIS number (your high school can provide this number) on your registration form.

If you have not • **Copy of unofficial high school transcript** with AIMS test scores or copy of ACT, PSAT or SAT test scores. Some students may be required to take the **Placement Test** in English, Reading and/or Math.

previously submitted a form • **Student Declaration of Citizenship or Status Form.** Submit the Declaration Form along with a copy of documentation confirming U.S. citizenship or eligible non-citizen status. For acceptable documents, visit www.maricopa.edu/prop300/docs.php

Step 6 PAY TUITION BY SEPTEMBER 22, 2011 USING THE FOLLOWING OPTIONS

- **Pay online:** log in to my.maricopa.edu, click the **"Make a payment"** button under the **"Finances"** section, and pay all at once or sign up for the monthly payment plan.
- **In Person** at Chandler-Gilbert Community College Fiscal Office (Pecos or Williams Campus.)
- **Call** the Fiscal Office at 480- 732-7312.

September 22, 2011 - Last Day to make payments and to withdraw with a refund.

Cost is \$76.00 per credit plus a \$15.00 registration fee.

Chandler- Gilbert Community College

2626 East Pecos Road, Chandler, AZ 85225

Phone: 480-732-7006

Fax: 480-857-5453

www.cgc.edu/dual

Email : dualenrollment@cgcmail.maricopa.edu

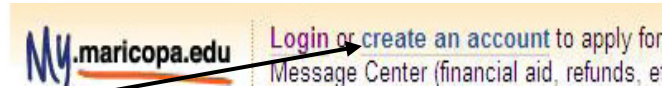


APPLYING FOR ADMISSION TO CHANDLER-GILBERT COMMUNITY COLLEGE

If you have never set up an account through My.maricopa.edu at any Maricopa College you will need to complete Step 1 and Step 2 below. Otherwise proceed to Step 2.

Step 1: SET UP YOUR “MY.MARICOPA” ACCOUNT

Go to my.maricopa.edu



If you have never set up your student account, click on

This will start the MEID Account Wizard. Check the appropriate box.

For students who have not taken a college course from any Maricopa College, any time

MEID Account Wizard (MAW)

Portal

The MEID Account Wizard (MAW) assists in creating or verifying a Maricopa Enterprise ID (MEID). The MEID is necessary to access the Online Student Center, Student Information System and Blackboard.

Please check all that apply:

- I am a current or previous Maricopa Community College District student and need to setup my MEID account for the first time.
- I have a Confirmation ID ([what is this?](#)).
- I am a new student and have never attended any Maricopa Community College or Skill Centers.
- I am a current Blackboard user and need to verify my MEID for the Online Student Center.
- I am a current or former Maricopa Community College District Employee.

Follow the steps in the MEID

Account Wizard, including: **Step 1** - Identity Information,

Step 2 - Additional Information, and **Step 3** - Challenge Question/Answer setup. In Step 2 (Additional Information), you will set your password. Be sure to choose a password that is at least 8 characters, including at minimum **one capital letter, one lower case letter and one number**.

At the end of the MEID Account Wizard you will see a screen stating “Maricopa Enterprise ID Created.” **You will need your Maricopa Enterprise ID (MEID) and password to log in to your student account. Record these for future use.**

You will also see your **8-digit Student ID** (also referred to as 8-digit College ID). This is the number by which you are identified throughout the Maricopa Community College District, and **you will need it to register for classes. Record it for safekeeping.**

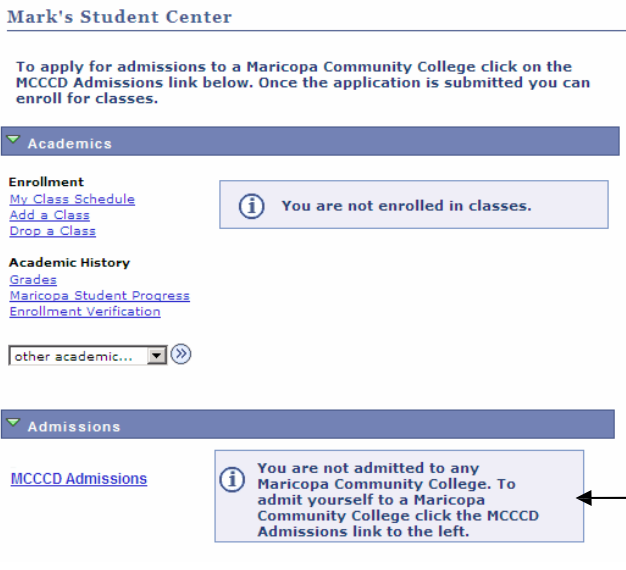
Step 2: APPLY FOR ADMISSION AT CGCC

You need to apply for admission to each community college you attend, but only once. Once you have been admitted to Chandler-Gilbert Community College you do not need to be re-admitted to take classes the following semester.

Go to my.maricopa.edu

Click on login  [Login or create an account](#) to apply for Message Center (financial aid, refunds, e

Use the MEID and password you obtained during the setup of your student account to log in. You will see your Student Center. Click on **MCCCD Admissions**.



Mark's Student Center

To apply for admissions to a Maricopa Community College click on the MCCCD Admissions link below. Once the application is submitted you can enroll for classes.

Academics

Enrollment
[My Class Schedule](#)
[Add a Class](#)
[Drop a Class](#)

Academic History
[Grades](#)
[Maricopa Student Progress](#)
[Enrollment Verification](#)

other academic...

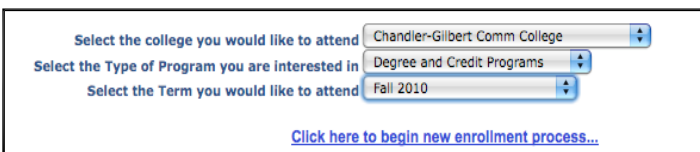
Admissions

[MCCCD Admissions](#)

Callout Box: You are not admitted to any Maricopa Community College. To admit yourself to a Maricopa Community College click the MCCCD Admissions link to the left.

Annotations:
- "Click here to apply." points to the [MCCCD Admissions](#) link.
- "Indicates that you have not applied for admission to any Maricopa Community Colleges." points to the information message box.

From the drop-down menus, choose your college (Chandler-Gilbert Community College), Type of Program (Degree and Cert Programs) and term (**current semester**), then click on **Click here to begin new enrollment process...**



Select the college you would like to attend

Select the Type of Program you are interested in

Select the Term you would like to attend

[Click here to begin new enrollment process...](#)

Read the information about citizenship documents, then click OK. **Please note that in order to be considered for in-state tuition you MUST submit to the college a document that confirms your citizenship or lawful presence in the United States.**

Complete the **Personal Demographics** screen, and then click Next.

The year you plan to graduate

Use to look up your high school.

Previous College: No college or university
 High School Status: Currently Enrolled in HS
 High School Country: USA United States
 High School State: AZ Arizona
 High School Name: Thunderbird High School
 Completion Date: 05/26/2009

Complete the **Military and Residency Information** screen. Please note that complete information is required in the residency section. Along with your citizenship status, the information in this section will determine whether you are eligible for in-state tuition.

Will you reside in Arizona at the time of attendance? Yes No
 When did your present stay in Arizona begin? 04/20/1997
 In what Arizona county do you reside? Maricopa
 When did you move to Maricopa County? 04/20/1997
 What was your most recent state of residence prior to AZ?
 What Arizona county did you reside in prior to Maricopa?

If you have always lived in Arizona, use your birth date.

Complete the **Citizenship/Driver's License Information** screen.

Citizenship Status
 Enter Your Driver's License Type

Leave blank if you do not have a driver's license/permit or State ID.

Complete the **Educational Goals, Academic Plans** screen.

Primary Reason for attending this college: Transfer to University/College
 Transfer College/University Name: University of Arizona
 College or university Area of Study: HCC Health Core Curriculum
 How did you hear about this college:

Most dual enrollment students will choose **Transfer to MCCC** or **Transfer to University/College**. If neither of these applies, choose **Personal Interest/Self Improve**.

Be sure to include an Academic Plan Code. If you are undecided about a college major, use **2000** for General Studies.

Click to see the complete list.

Your Catalog Requirements Term: Fall 2008 (Determines which Academic Plans you are eligible for)

Academic Plan Code	Plan Description	PlanType	Interest Code	Interest Description
2000	Associate in General Studies	Degree		

To Add Multiple Plans Please See An Advisor

CANCEL PREVIOUS NEXT Page 4 of 4

Complete the Vehicle Emissions Agreement. Dual enrollment students choose “**I Do Not Park On Campus.**”

If you are under 18 you will receive a Warning message when you complete the admission process. Click OK. Dual enrollment students do not need to visit the college in person to enroll.

Mark's Student Center

To apply for admissions to a Maricopa Community College click on the MCCC Admissions link below. Once the application is submitted you can enroll for classes.

Message Center

Message Center

Academics

Enrollment
[My Class Schedule](#)
[Wish List](#)

Academic History
[Grades](#)
[Maricopa Student Progress](#)
[Enrollment Verification](#)
[Test Scores](#)

other academic...

Admissions

MCCC Admissions

Colleges Currently Admitted To	
College	Academic Program
Chandler-Gilbert Comm College	Degree and Credit Programs

When you view your Student Center, you should now see evidence that you have been admitted to Chandler-Gilbert Community College.

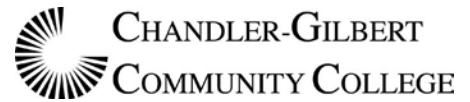
NOTE: Dual enrollment students can use my.maricopa.edu to apply for admission, **but they cannot register** for classes online, for two reasons: 1) Most dual enrollment students are under 18 and need a parent’s signature to register, and 2) Dual enrollment courses are closed to the general public and will not appear on online course lists. **Dual enrollment students need to use hard copy registration forms to register for classes. Forms are available at the high schools or via our website www.cgc.edu/dual.**

Need More Help?

Call the Help Line at 1-888-994-4433, 24 hours a day, 7 days a week.

Call Chandler-Gilbert’s Admission Office at 480-732-7320, Monday through Thursday, 8:00 AM to 7 PM and Friday 8:00 AM to 2:00 PM.

DUAL ENROLLMENT REGISTRATION FORM



A Maricopa Community College. MCCCDC is an EEO/AA institution.

(Please Print Clearly)

Legal Last Name: _____ First: _____ Middle: _____

College ID (Required)* _____ Email: _____
 *New students to Maricopa Colleges - To obtain your 8-digit College ID#, go to www.my.maricopa.edu and set up an account

SAIS #: (Student Accountability Information System) (Required) _____ Date of Birth: _____
 This is an Arizona state assigned number. Please get this from your High School Registrar.

Mailing Address: _____ City: _____ Zip: _____

High School: _____ Expected High School Graduation Date: _____

Information Release: Do you give permission for the college to release directory information relative to your enrollment (as per the Family Education Rights & Privacy Act of 1974)? YES NO *Nothing checked means "Yes."*

TERM (Example: Fall or Spring)	YEAR (Example: 2011)	COURSE (Example: MAT 187)	CLASS # (Example: 12345)	INSTRUCTOR (Example: Speier)	CREDITS (Example: 5)	COST \$76/credit hour (Example: \$388 + \$15)

STUDENT - PLEASE READ AND SIGN HERE: * There is a \$15 registration fee per semester, per college

I agree to the exchange of academic information between the participating institutions, including but not limited to college grade reports, transcripts, and any other pertinent documents. I give permission to release Chandler-Gilbert Community College information to my parents and/or legal guardian in accordance with Federal law. **I meet at least one of the following and have attached a copy of my test scores and/or unofficial high school transcripts as verification of my eligibility to enroll.** A composite score of 93 or more on the PSAT or 930 or more on the SAT, or 22 or more on the ACT or a passing score on the AIMS test or completion of a college placement test designated by the Community College District that indicates the appropriate college level for the course(s) selected. Vocational/Occupational (CTE) courses are exempt from these testing requirements.

- My Packet Includes:**
- AIMS and/or College Test Score
 - Proof of Citizenship (Prop 300)
 - Tuition Payment

Student Signature **Phone #** **Date**

PARENT/GUARDIAN - PLEASE READ AND SIGN HERE:

As a parent or legal guardian, I give permission for the above-named student to enroll in the course(s) listed and I accept fiscal responsibility for tuition and fees. **I acknowledge that all tuition and fees are owed once this form is submitted and that tuition and fees are due on or before September 22, 2011.** I understand that the above-named student will be establishing a college academic record and will be required to report such enrollment to future colleges or universities. He/she will be subject to the course requirements, grading standards and attendance requirements established by the instructor in the course syllabus. Student may, at times, come in contact with course subject matter of a mature and sensitive nature and may use unfiltered computer systems, common to a college environment. I further understand that the above-named student will be subject to all of the requirements, policies, regulations, and deadlines defined in the College Catalog, Schedule of Classes, and Student Handbook and that this information can be accessed via the Chandler-Gilbert Community College website: www.cgc.edu

Parent/Guardian Signature **Date** **Daytime Phone**

Parent/Guardian E-mail address **Evening Phone**

To qualify for in-state tuition, students must provide proof of lawful presence in the United States. Acceptable documents include a copy of your U.S. Birth Certificate, Arizona Driver's License/Permit, State ID Card, or official immigration papers. Please attach documentation to Student Declaration of Citizenship form (Prop 300) included in your Dual Enrollment packet. Visit www.maricopa.edu/prop300 for a complete list of documents. According to Arizona law, students who are not citizens or legal residents, or who do not submit residency documents, will be charged out-of-state tuition.

White: College Copy – A & R Yellow: College Copy – Dual Enrollment Office Pink: Student Copy

Acceptable Documents

The following is a list of acceptable for proving a student's citizenship or legal status for purposes of determining eligibility for in-state tuition. Documents may be faxed, mailed, emailed or submitted in person. Final residency decisions for tuition purposes will be made in accordance with A.R.S. 15-1801 and regulation of the Maricopa Community Colleges Governing Board.

United States or Naturalized Citizenship

- Arizona Peace Office Standards & Training (AZPOST) Certification
- Confirmation of citizenship through the Free Application for Federal Student Aid (FAFSA)
- Current valid Arizona Motor Vehicle Department Drivers License/Identification Card issued after 1996 *
- Driver License issued in another state, territory or possession of the U.S. except per Arizona law for the following states that do not verify lawful presence in the U.S.: Hawaii, Maryland, Massachusetts, Michigan, New Mexico, North Carolina, Oregon, Texas, Utah and Washington
- Birth Certificate showing birth in the United States, which includes Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, Swain's Island, or the Northern Mariana Islands, unless the person was born to foreign diplomats residing in the U.S. A hospital record/certificate and Certified Abstract of Birth **are not** acceptable.
- Certificate of Naturalization (N-560 or N-570) issued by USCIS through a federal or state court or through administrative naturalization after December 1990
- Certificate of Citizenship (N-560 or N-561) issued by USCIS
- Consular Report of Birth Abroad (Form FS-240) issued by U.S. State Department
- Certification of Report of Birth (DS-1350) issued by State Department
- United States Passport, current or expired (unless stamped "non-citizen National")
- Tribal Certificate of Indian Blood
- Tribal or Bureau of Indian Affairs Affidavit of Birth
- US Military ID Card (active duty, reserve and retired)
- US Military DD-214

Permanent Resident Alien:

- Confirmation of citizenship through the Free Application for Federal Student Aid (FAFSA)
- Current valid Arizona Motor Vehicle Department Drivers License/Identification Card issued after 1996 *
- Permanent Resident Card (Form I-151 since 1997)
- Resident Alien Card (Form I-551 before 1997)
- Alien Registration Receipt Card (I-151 issued prior to June 1978)
- Arrival/Departure Record (CP Form I-94 or I-94A) with endorsement "Processed for I-551" if expiration date has not passed
- US Military ID Card (active duty, reserve and retired)
- US Military DD-214

Refugee or Asylee:

- Confirmation of citizenship through the Free Application for Federal Student Aid (FAFSA)
- Current valid Arizona Motor Vehicle Department Drivers License/Identification Card issued after 1996 *
- Refugee Travel Document (Form I-571 since 2003)
- I-94 or I-94A with stamp showing admission under Section 207 (refugees) or Section 208 (Asylee) of the Immigration Nationality Act (INA)

Non-Immigrant Alien:

- Current valid Arizona Motor Vehicle Department Drivers License/Identification Card issued after 1996 *
- Current Employment Authorization Document (Form I-688A, I-688B or I-766)
- Current Non-immigrant Visa
- Current Arrival/Departure Record (Form I-94) or CBP I-94A for Mexico and Canada
- Current Border Crosser Card (Form DSP-150)

* The college may require documentation that is in addition to a valid Arizona Driver License/Identification Card to prove citizenship or lawful presence in the United States.

Note: Although some documents may instruct the holder not to photocopy them. The USCIS had advised the Department of Education that these documents and others may be photocopied if done for lawful purposes such as documenting citizenship for the purpose of determining eligibility.

Note: The social security number is generally used as a Student Identification Number. Students who choose not to disclose their social security number will have a unique Student Identification Number assigned. Failure to provide a correct Social Security Number may preclude the determination of eligibility for in-state residency, resulting in out-of-state tuition.